

OES-657TI: PROPERTY TURN-IN

This form is used to return equipment to DRMOs. Equipment may be returned for a number of reasons:

- No longer needed by the LEA
- Directed by CCDPP/LESO to turn-in equipment
- Acquired within one year
- Not placed in use within one year

All Costs associated with turn-in transactions must be borne by the LEA

Follow the steps below when completing the 657TI

Agency Name	Your agency Name
ATTN (POC)	Your first and last name
Signature	Your signature
Date	Date form is submitted
Street Address	LEA's address
City, State, Zip	LEA's city, state, zip
Phone Number	Your phone number
Fax #	Your fax number
E-mail	Your e-mail
Property approved by S/C	Leave that entire block blank
LESO use only	Leave that entire block blank
Item Number	Line number
Item Description	Nomenclature of equipment
NSN (National Stock Number)	Is located on the 1348 form, block 25
DTID	Is the TID number at the bottom right hand corner of the 1348 form
DOC #	Is located on the 1348 form, block 24
Turn-In qty	Number of equipment been disposed
DEMIL	Mark yes or no. Block 26 on 1348 form tells you whether an item is DEMIL or not DEMIL.
Name of DRMO accepting approved turn-in request	List the name of the DRMO accepting approved turn-in request. (must contact DRMO before submitting 657Ti form for their approval)